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2. Guides Staff and Division Chiefs in the performance of their functions with particular reference to policy and procedural matters.

3. Maintains close contact with policy, operational, and internal administrative activities and implements those activities which in his judgment, do not require the attention of the Security Officer.

4. Exercises general guidance over administrative matters, including personnel actions, travel orders, purchases and other major expenditures of funds.

5. Performs such other special functions as may be directed by the Agency Security Officer.

#### Security Research Staff

Receives, evaluates and develops information for the purpose of penetrations of the Agency by foreign intelligence organization.

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#### Administration and Training Staff

1. Provides administrative, personnel, and training support for all staffs and divisions at headquarters and the field offices.

2. Establishes, develops, and maintains internal administrative policies and procedures.

3. Maintains accountability for all property assigned to the field and certain technical equipment assigned to headquarters.

4. Formulates and conducts security training programs and classes including technical instruction peculiar to Security Office operations.

5. Responsible for on-the-job and career management training in accordance with Office and Agency programs and policies.

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Personnel Security Division

1. Initiates and determines scope, of all personnel security investigations for overt and semi-covert personnel.
2. Appraises and analyses reports of investigations for these types of personnel for adequacy of coverage, pertinency of information and evidence bearing on the security aspects of each case.
3. Approves such personnel for employment or association with the Agency as employees, consultants or contractors and recommends their disapproval for security reasons.
4. Operates a system of review and re-appraisal of employees and initiates action for termination of persons constituting a security risk.
5. Maintains personnel reference files and controls dissemination of personnel security information to other Agency personnel and other Agencies.
6. Conducts a program of exit briefings for personnel leaving the Agency as well as departing for overseas.
7. Approves from security standpoint transfers of employees between components of the Agency.
8. Conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations.
9. Maintains research on interrogation techniques on a world-wide basis for possible application in the Agency security program.

Physical Security Division

1. Devises and executes building evacuation plans for the protection of classified material, property, and Agency personnel.
2. Safeguards Agency Headquarters installations against penetration by unauthorized personnel.
3. Conducts physical security surveys, maintains security control of visitors, directs the operation of a complete guard organization.
4. Establishes physical security standards to safeguard classified information in the custody and control of the Agency and protect it from loss, theft or compromise.
5. Operates an overall badge identification system.

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6. Investigates violations of security regulations and fixes responsibility.
7. Operates complete firearms and safety programs for the Agency.
8. Maintains control of the disposal of classified waste.
9. Studies, develops and conducts experiments with equipment used in carrying out the above functions.

### Operations Support Division

1. Responsible for the initiation, analysis, and evaluation of field investigations of all applicants for open, semi-covert, and covert employment or association with the Agency.
2. Under certain conditions of employment, approves the suitability of prospective employees for employment or association with the Agency.
3. Conducts continuing research for detecting patterns or trends of penetration as may be evolved by field investigation.
4. Develops and utilizes external forces to assist in the field investigation of personnel.
5. Recommends assignment of personnel for field office, based upon continuing analysis and evaluation of workload data.
6. Furnishes support for Agency operational activities including escort services, letter drops, facilitating covert entry of personnel and material.

### Field Offices

1. Responsible for the actual conduct of field investigation of personnel who may be of interest to the Agency.
2. Conducts operational support activities in the field for various Agency operating components.

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29 November 1954

SECURITY OFFICE NOTICE #54 - 19

SUBJECT: Organization and Functions

Certain organizational changes will take place within the Security Office effective 6 December 1954, as shown by attached chart.

A Deputy for Personnel and Physical Support and a Deputy for Investigations and Operational Support are established. The incumbents of these positions will assume interest of the overall security program being particularly charged with the functions shown under their respective areas.

The physical security and safety programs will become a division reporting to the Deputy Director for Personnel and Physical Support.

Certain security and intra-Agency policy matters will be placed within a Security Policy Staff. Routine clearance and security consultation activity now performed by the Security Control Staff will be transferred to the Employee's Activity Branch of the Personnel Security Division.

Shifting of responsibilities created by these changes should be handled as smoothly as possible to provide continuance in quality of service by our office.

Personnel changes will be announced by separate notice as soon as possible.

Sheffield Edwards  
Director of Security

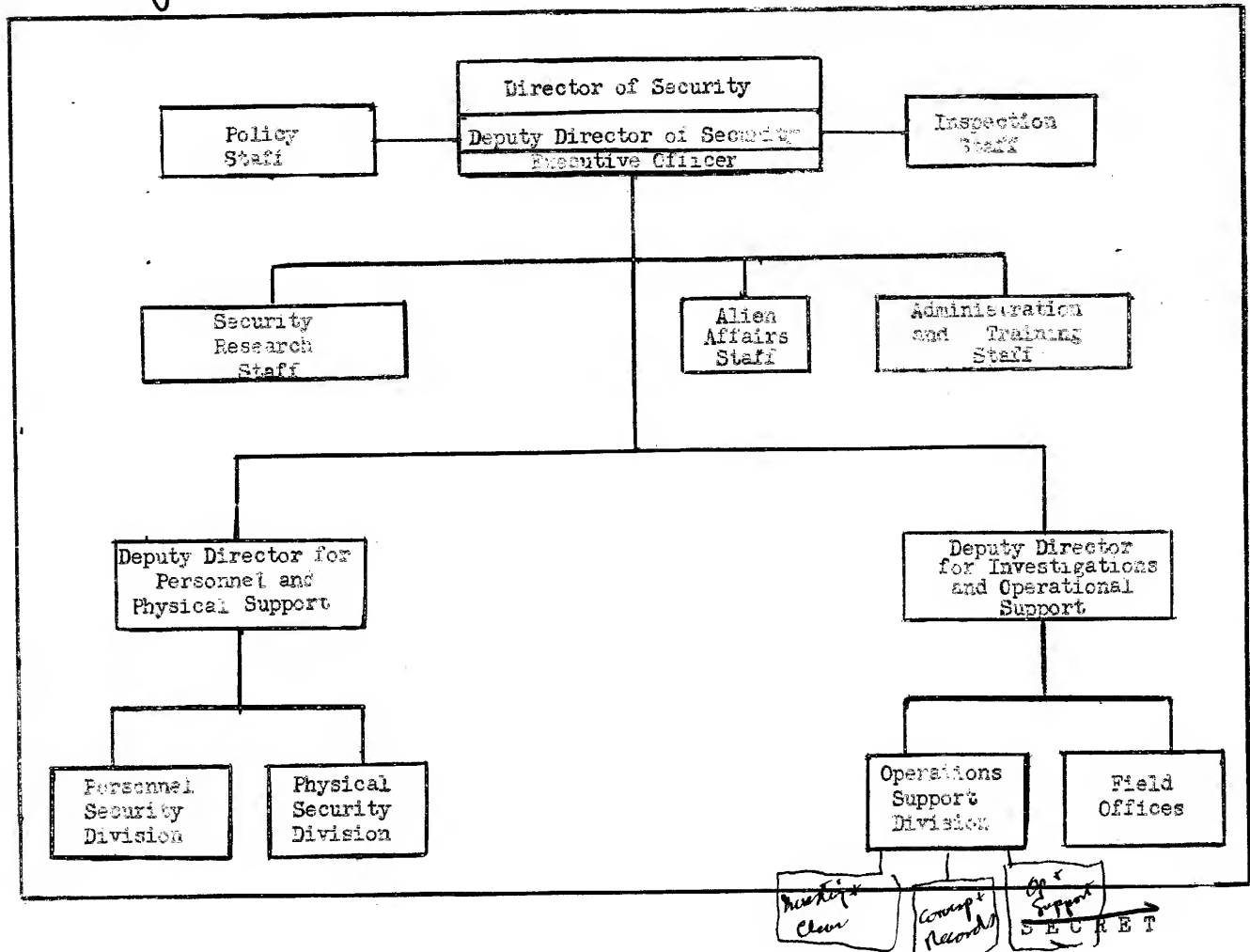
Distribution:  
Staff, Division and Branch Chiefs

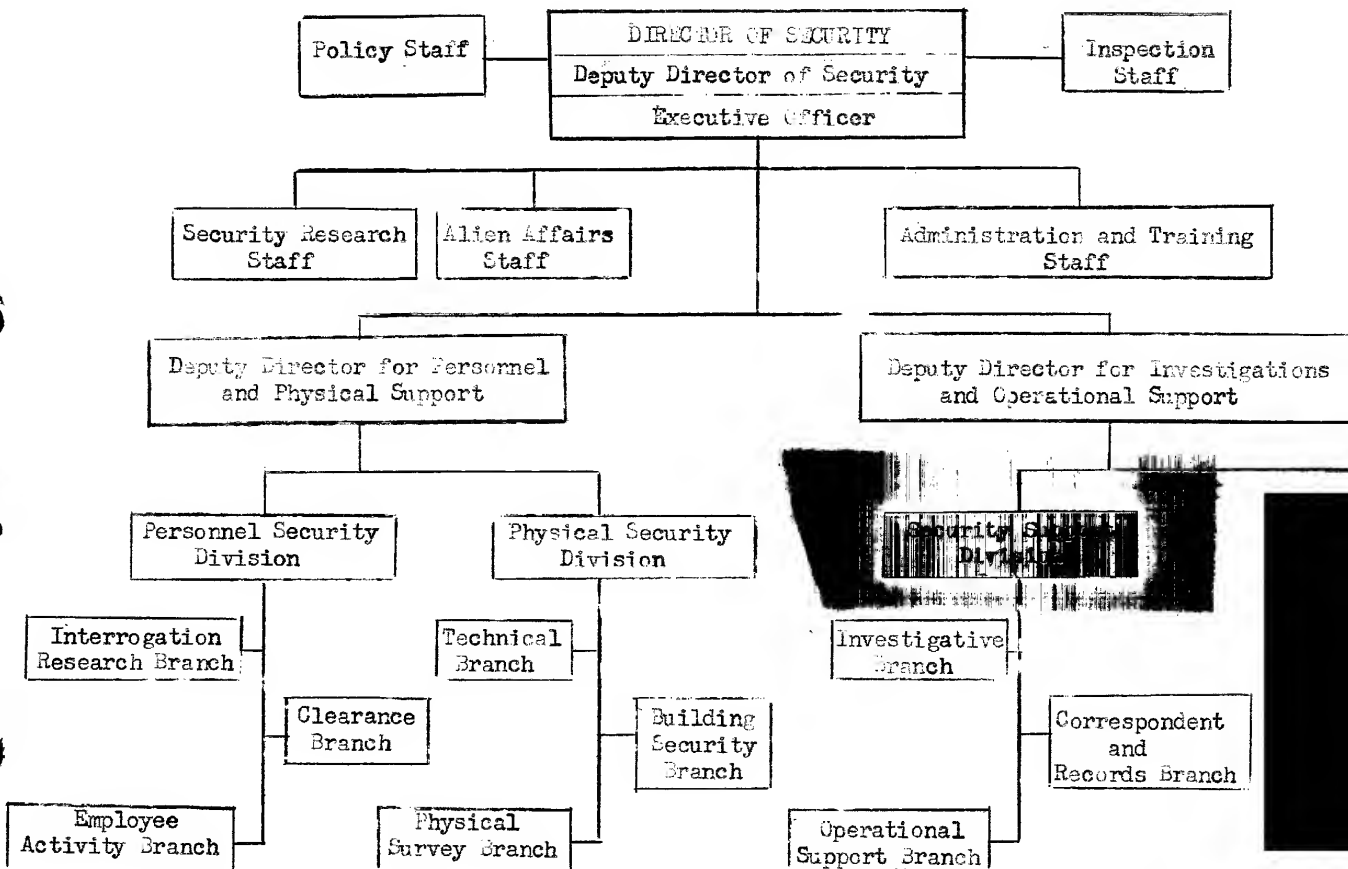
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Security Office  
Proposed Organization Structure

DEC 6 1954





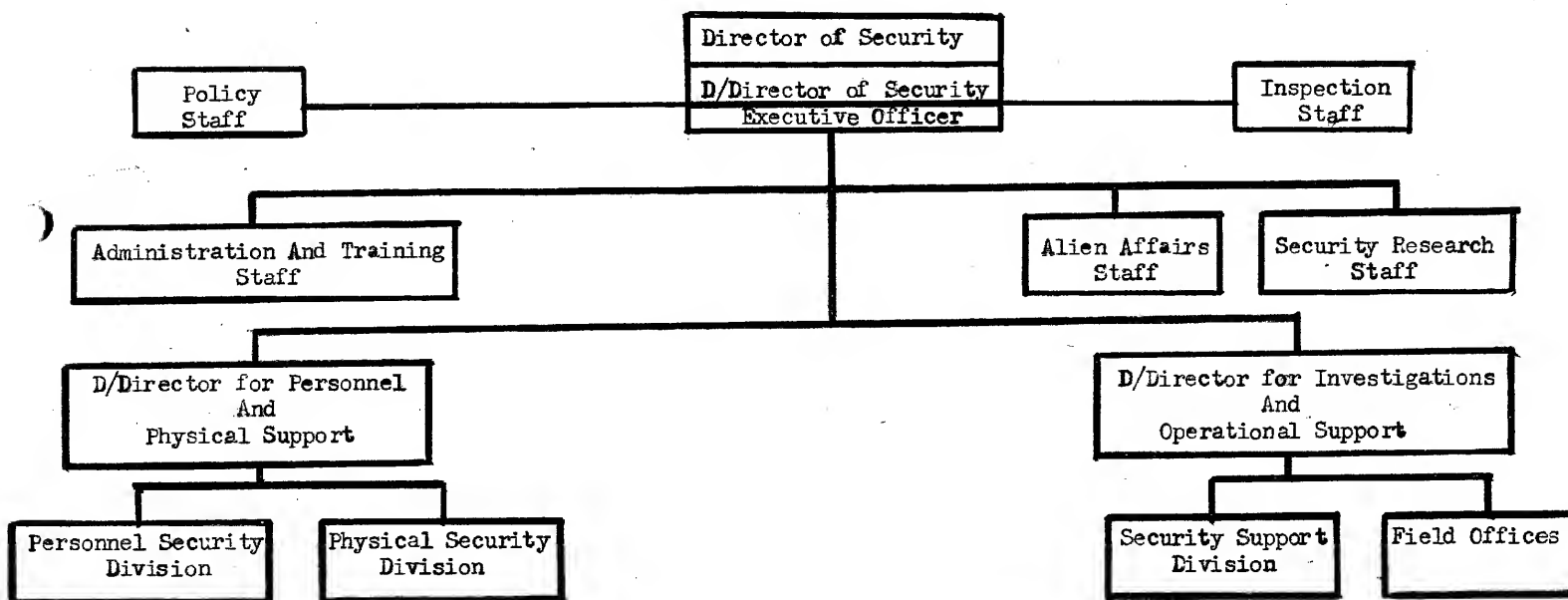
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**CONFIDENTIAL** SECURITY OFFICE

6 December 1954



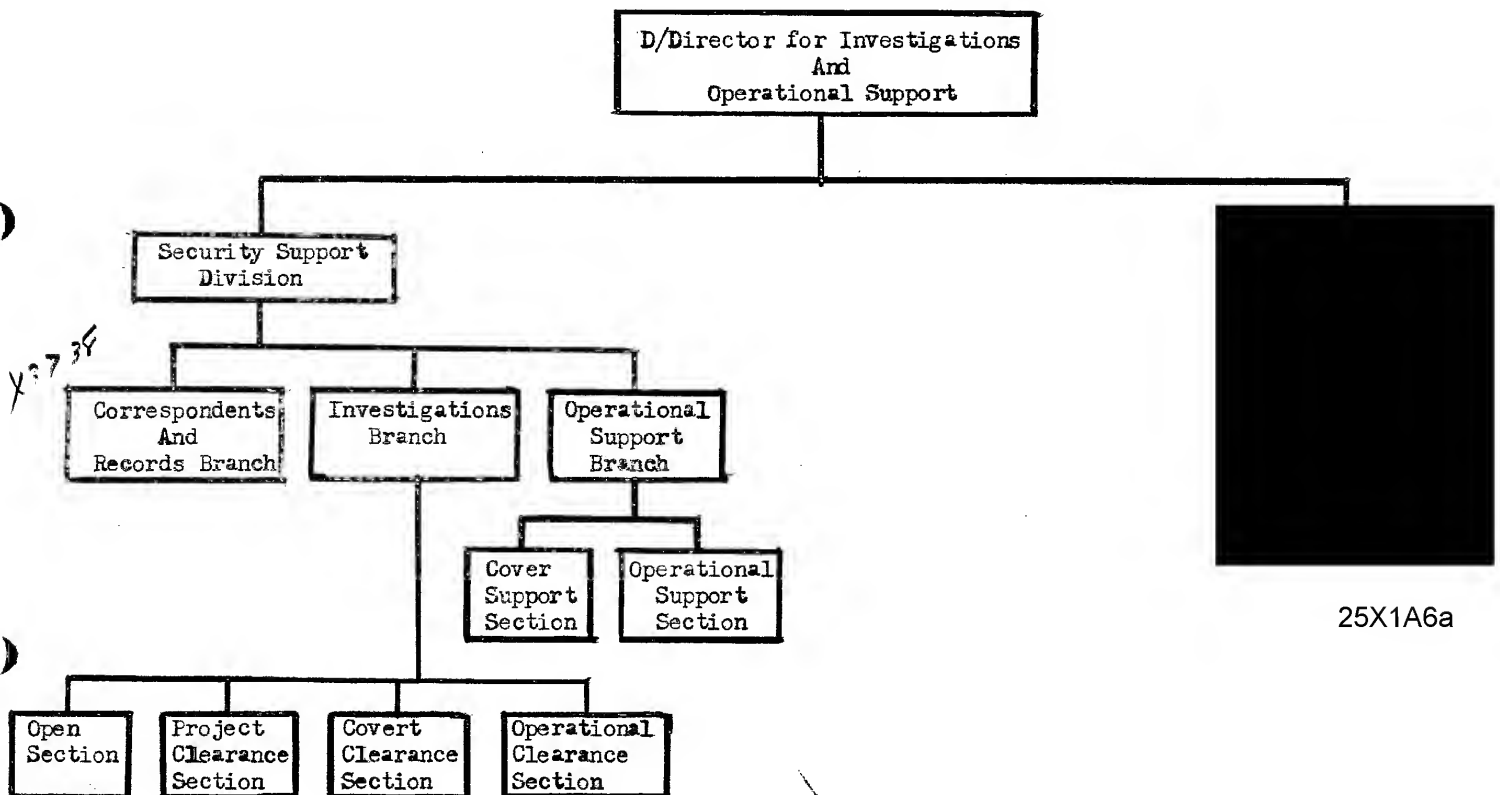
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6 December 1954



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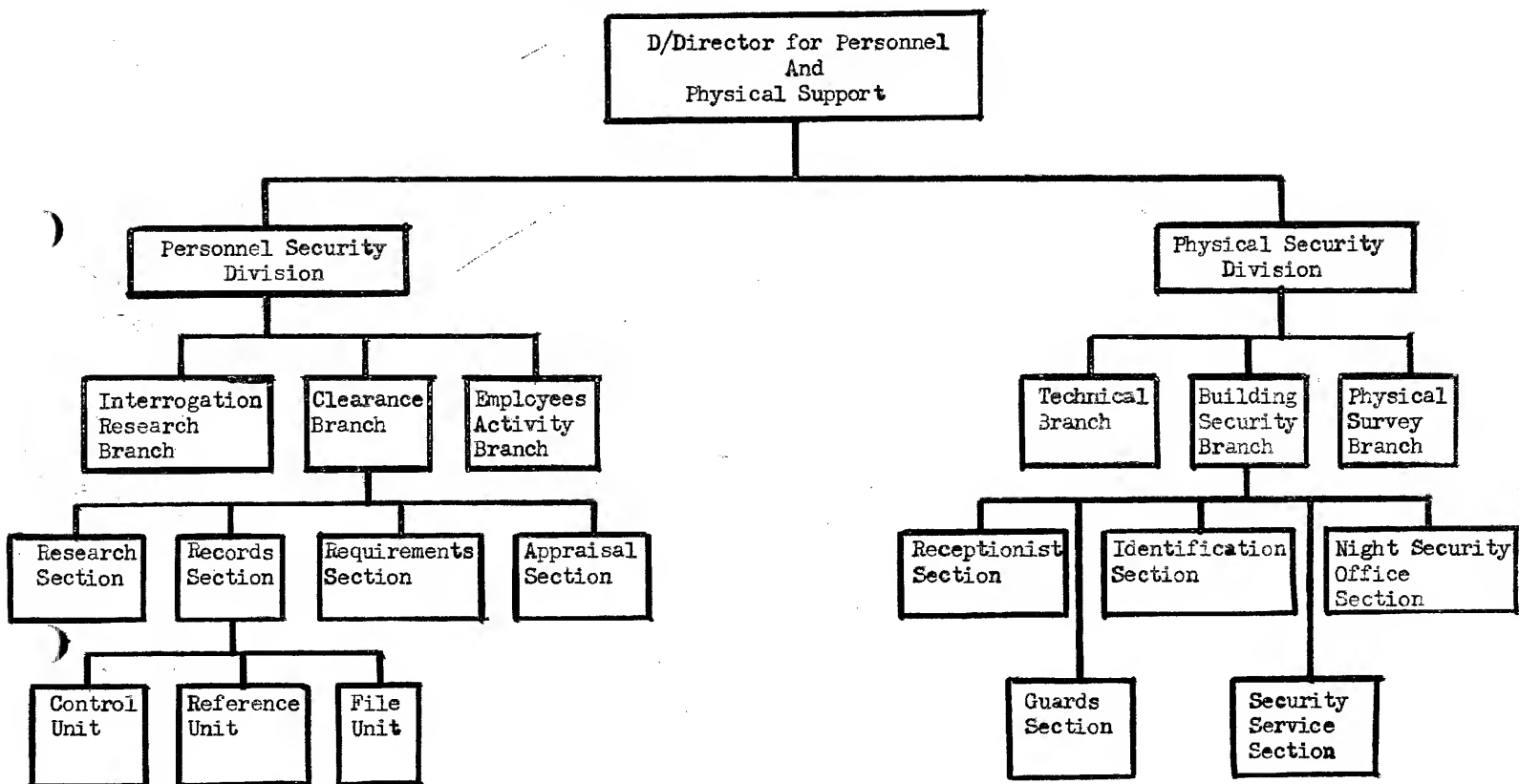
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